

## **North County Library Authority (“NCLA”)**

### **NORMS AND PROCEDURES**

#### **NCLA Members**

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**North County Library Authority**  
**NORMS AND PROCEDURES**

## SECTION 1: GENERAL

- 1.1 Purpose. The purpose of these Norms and Procedures is to promote communication, understanding, fairness, and trust among the Commissioners of the North County Library Authority (“NCLA”) concerning their roles, responsibilities, and expectations for the management of the business of the NCLA.
- 1.2 Values. Respect for each Commissioner’s interpersonal style will be a standard of operation. Courtesy and respect for individual points of view will be practiced at all times. All Commissioners shall respect each other’s right to disagree. All Commissioners shall practice a high degree of decorum and courtesy. When addressing the public in any way, all Commissioners shall make certain their opinions are expressed solely as their own, and do not in any way necessarily reflect the opinions of any other Commissioners.
- 1.3 Ralph M. Brown Act. All conduct of the NCLA shall be in full compliance with the Ralph M. Brown Act.

## SECTION 2: PRESIDENT, VICE-PRESIDENT AND SECRETARY SELECTION

- 2.1 Reorganization. The reorganization of the NCLA shall occur during the first meeting after January 1st of each year.

- 2.2 Election of President.

The term of office shall be one year and until a successor is elected. The Member must have served at least 1 year to be eligible to be President. A majority vote is necessary to designate the President.

The President may be removed from office, for cause, by a 4/5ths affirmative vote of the Commissioners. The person is to be advised of the proposed cause for removal at least 72 hours before the action is taken.

- 2.3 Election of Vice-President.

The term of office shall be one year and until a successor is elected. The role of the Vice-President shall be to act for the President whenever the President is unavailable to perform his or her duties. A majority vote is necessary to designate the Vice-President.

The Vice-President may be removed from office, for cause, by a 4/5 affirmative vote of the Commissioners. The person is to be advised of the proposed cause for removal at least 72 hours before the action is taken.

- 2.4 Election of Secretary.

The term of office shall be one year and until a successor is elected. The role of the Secretary shall be to countersign all contracts on behalf of the Authority, keep minutes of the meeting and distribute them to each member and each member agency. A majority vote is necessary to designate the Secretary.

The Secretary may assign and delegate the minute taking and distribution process to one of its appointed members, appointed officers, employees, or City assigned staff-liaison based on a majority vote of all members.

The Secretary may be removed from office, for cause, by a 4/5 affirmative vote of the Commissioners. The person is to be advised of the proposed cause for removal at least 72 hours before the action is taken.

### **SECTION 3: ADMINISTRATIVE APPOINTMENTS**

#### **3.1 Administrative Officer:**

The Commission may appoint and employ an Administrative Officer or any acting Administrative Officer who shall perform such duties as may be imposed by the Commission and who shall report to the Commission in accordance with such rules and regulations as the Commission may adopt

#### **3.2 Treasurer:**

The Commission shall appoint one of its members or employees, other than the Administrative Officer, as Treasurer of the Agency to be the depositary and have custody of all the money of the Agency from whatever source.

#### **3.3 Auditor-Controller:**

The Commission shall appoint one of its members or employees, other than the Administrative Officer, as Auditor-Controller of the Agency to draw warrants to pay demands against the Agency when the demands have been approved by the Commission. The same officer or employee may be appointed as both Treasurer and Auditor-Controller and the Treasurer and Auditor-Controller shall have the duties and obligations set forth in Section 6505.5 and 6505.6 of

### **SECTION 4: ADMINISTRATIVE MATTERS**

- 4.1 Attendance. Commissioners acknowledge that attendance at lawful meetings of the NCLA is part of their official duty. Commissioners shall make a good faith effort to attend all such meetings unless unable. Commissioners will notify the President if they will be absent from a meeting.
- 4.2 Correspondence. Proposed correspondence from an individual Commissioner related to NCLA business shall be sent to all Commissioners in draft form prior to release. Absent any objection, the letter may be mailed. If there is any objection, the originator of the letter may have it placed on a future agenda for discussion as to whether or not the letter is to be released.
- 4.3 Ethics Training. All Commissioners shall receive at least two hours of ethics training in general ethics principles and ethics laws relevant to his or her public service every two years. New Commissioners must receive this training within their first year of service. Commissioners shall attend training sessions that are offered locally in the immediate vicinity of Santa Clara County.

An individual who serves on multiple legislative bodies need only receive two hours of ethics training every two years to satisfy this requirement for all applicable public service positions.

### **SECTION 5: MEETINGS**

- 5.1 Open to Public. All meetings of the NCLA whether regular, special, or study sessions, shall be open to the public. All meetings shall be noticed as required to allow action to be taken by the NCLA.
- 5.2 Regular Meetings. The NCLA shall conduct its regular meetings at the time and place noted on the agenda. The regular meetings to be schedule within the third and fourth quarter of each fiscal year with the final quarter meeting taking place in May for budget approval and financial reporting.
- 5.3 Special Meetings. A special meeting may be called at any time by the President, or by three Commissioners notifying the staff liaison independently. Notice of the meeting must be given in accordance with law.
- 5.4 Quorum. Three (3) Commissioners of the NCLA shall constitute a quorum and shall be sufficient to transact business. If less than three Commissioners appear at a regular meeting, the President, Vice-President in the absence of the President, any Commissioner in the absence of the President and Vice-President shall adjourn the meeting to a stated day and hour.
- 5.5 Minutes. The assigned staff liaison for NCLA shall prepare action/summary minutes of all public meetings of the NCLA, as delegated by the Secretary per section 2.4 above.

## **SECTION 6: POSTIN G NOTICE AND AGENDA**

- 6.1 Posting of Notice and Agenda. For every regular or special meeting, the staff liaison for NCLA, or other authorized person, shall post a notice of the meeting, specifying the time and place at which the meeting will be held, and an agenda containing a brief description of all items of business to be discussed at the meeting. This notice and agenda may be combined in a single document. Posting is to be according to law.
- 6.2 Location of Posting. The notice and agenda shall be posted at the City Hall of Los Altos or such other place where the public has unrestricted access during at least normal business hours and where the notice and agenda are not likely to be removed or obscured by other posted material. Agendas should also be posted to a public available web site.

## **SECTION 7: AGENDA CONTENTS**

- 7.1 President's Responsibility. The President is responsible for running a timely and orderly meeting. The President in consultation with the staff representative from the City of Los Altos shall organize the agenda.
- 7.2 Description of Matters. All items of business to be discussed at a meeting of the NCLA shall be briefly described on the agenda. The description should set forth the proposed action to be considered so that members of the public will know the nature of the action under review and consideration.
- 7.3 Availability of the Agenda to the Public. The agenda for any regular or special meeting shall be made available to the general public as soon as it is practical after delivery to the Commissioners of the NCLA.
- 7.4 Limitation to Act on Only Items on the Agenda. No action shall be taken by the NCLA on any item not on the posted agenda, subject only to the exceptions listed below:
  - A. Upon a majority determination that an "emergency situation" (as defined by State Law) exists; and
  - B. Upon determination by a 4/5 vote of the full NCLA, or a unanimous vote if less than a full membership, that there is a need to take immediate action and that the

need to take the action came to the attention of the NCLA subsequent to posting of the agenda.

- 7.5 Agenda Items. Any two members of the NCLA may have any matter that can be legally "agendized" placed on the agenda of the NCLA by requesting the same of the President, Vice President or the Secretary, and/or his/her designee.

## **SECTION 8: PROCEDURES FOR THE CONDUCT OF PUBLIC MEETINGS**

### **8.1 Role of President.**

- A. The President shall be responsible for maintaining the order and decorum of meetings. It shall be the duty and responsibility of the President to ensure that the rules of operation and decorum contained herein are observed.
- B. Communication with Commissioners
  - 1. Commissioners shall request the floor from the President before speaking.
  - 2. When one member has the floor and is speaking, other Commissioners shall not interrupt or otherwise disturb the speaker.

- 8.2 Rules of Order. The NCLA adopts no specific rules of order except those listed herein. The NCLA shall refer to *Rosenberg's Rules of Order*, with the following addendums as a guide for the conduct of meetings:

- A. A motion is not required prior to a general discussion on an agenda item. A pre-motion discussion allows the Commissioners to share their thoughts on the "agendized" item so that a motion can more easily be made that takes into account what appears to be the majority position.
- B. All motions, except nominations, require a second.
- C. A motion may be amended at the request of the maker and the consent of the person who seconded the motion. Such a procedure is often used to accommodate concerns expressed by other Commissioners.
- D. A motion to amend may still be used

- 8.3 Public Comment. During each meeting, there shall be an opportunity for members of the public to address the Commissioners on any subject not on the agenda.

- 8.4 Tie Votes: Tie votes shall be lost motions.

### **8.5 Discussion.**

#### **A. Relevancy of Discussion.**

All discussion must be relevant to the issue before the NCLA. Commissioners shall avoid repetition and strive to move the discussion along.

A motion, its nature, or consequences, may be attacked vigorously. It is never permissible to attack the motives, character, or personality of a member either directly or by innuendo or implication. It is the duty of the President to instantly rule out of order any Member who engages in personal attacks. It is the motion, not its proposer that is subject to debate.

Arguments, for or against a measure, should be stated as concisely as possible.

It is the responsibility of each Commissioner to maintain an open mind on all issues during discussion and deliberation.

It is not necessary for all Commissioners to speak or give their viewpoints.

B. President's Duties During Discussion.

The President has the responsibility of controlling and expediting the discussion. A Member who has been recognized to speak on a question has a right to the undivided attention of the other Commissioners.

It is the duty of the President to keep the subject clearly before the Commissioners, to rule out irrelevant discussion, and to restate the question whenever necessary.

## **SECTION 9: DECORUM**

9.1 Commissioners. Commissioners of the NCLA value and recognize the importance of the trust invested in them by the public to accomplish the business of the NCLA. Commissioners shall accord the utmost courtesy to each other, to staff, and to the public appearing before the NCLA.

9.2 Public. Members of the public attending NCLA meetings shall observe the same rules of order and decorum applicable to the NCLA.

## **SECTION 9. VIOLATIONS OF PROCEDURES**

Nothing in these Norms and Procedures shall invalidate a properly noticed and acted upon action of the NCLA in accordance with State Law.

This document shall remain in effect until modified by the NCLA.

APPROVED on February 13, 2012:

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Ron Packard, President

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Jim Lai, Vice-President

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Jean Mordo

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Megan Satterlee

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Lenelle Smith, Secretary